

## Helen Keller JOB ANNOUNCEMENT

### **Monitoring, Evaluation and Learning Officer, NTDs**

*(US East Coast preferred;  
other locations where Helen Keller can support employment will be considered)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller has established itself as a leader in integrated Neglected Tropical Disease (NTD) control and elimination efforts at the national, regional and global levels. The overarching approach guiding our NTD programs involves supporting the delivery of preventive chemotherapy at national scale, monitoring and evaluating program progress toward global control and elimination goals, supporting morbidity management to address trichiasis, hydrocele and lymphedema, and promotion of water, sanitation, and hygiene (WASH) efforts through behavior change communication and school health programming.

Helen Keller is seeking a Monitoring, Evaluation and Learning (MEL) Officer to join a dynamic team that provides oversight of and support to a multi-country NTD portfolio funded primarily by FHI 360 through USAID, and the Conrad N Hilton Foundation/International Trachoma Initiative. The MEL Officer will provide technical and organizational support to country office M&E staff for data collection and data management of activities implemented under the Act to End NTDs | West project. They will be accountable for the provision of accurate, timely and complete data reports from specific countries within Helen Keller's portfolio. Based on this data, they will facilitate sound interpretation and evidence-based decision making at the country and global level. In addition, the Officer will guide country teams on the use of various tools and methods related to program measurement.

The MEL Officer will also provide general programmatic and operational support in the preparation of work plans, budgets, donor reports and one-off projects as needed.

### **Functional Relationships**

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to make this structure thrive.

Reporting to the Senior Monitoring, Evaluation & Learning (MEL) Manager, NTDs, the MEL Officer will work closely with all members of the distributed central team to provide technical and operational support for our health programs in six West African countries and will participate in and contribute to Helen Keller's broader MEL community of practice.

## Specific Responsibilities

### Monitoring, Evaluation & Learning

- In collaboration with Helen Keller's country office staff and FHI 360's MEL team, ensure high quality and timely data reporting from 3-4 countries in West Africa.
  - Upon receipt of country data reports, collate, scrutinize, and visualize data according to reporting needs (monthly, annually, or *ad hoc*)
  - Support the work planning process, including error checking historical and current disease situations in country narratives and ensuring harmonization of key NTD activities across different products (country narratives and appendices, tables, trackers, and budgets)
- Fulfill ad hoc data requests from our partners and donors, and internal stakeholders
- Provide remote and in-country assistance to ensure M&E activities are technically and operationally sound;
- Support country offices in the preparation and review of applications for drug donations and elimination dossiers;
- Support Act | West and partner ministry staff use of various MEL tools, including electronic data capture (EDC), various surveys (e.g. coverage evaluations, TAS, TIS), databases (e.g. USAID NTD Information System (NIS)), software (e.g. for data visualization) and planning tools. This should include review of protocols, reports and datasets
  - Assist in rollout and coaching for newly developed tools e.g. SCH or OV trackers, NIS
- Contribute to Helen Keller's thought leadership in the NTD space via participation in research initiatives.

### General Programmatic and Operational Support

- Assist in preparing work plans, budgets, and donor reports.
- Support one-off projects as needed.

## Competencies and Qualifications

- Demonstrated expertise in:
  - data analysis software/languages is required (e.g. Stata, SAS, SPSS, R, SQL);
  - dashboard software (e.g. Power BI, Tableau) is preferred; and
  - GIS software to create multi-layer maps is preferred
- Fluent written and oral English is required. Proficient oral and written French is preferred.
- Knowledge of Microsoft Office software, including strong Excel skills is required;
- Knowledge of the Africa region and of USAID rules and regulations is strongly preferred.
- Ability to prioritize workload, assume responsibility for work, and follow tasks through to completion.
- Ability to perform duties that require close attention to detail and synthesize large amounts of information simultaneously.
- Ability and willingness to:
  - flex schedule to accommodate availability of colleagues in other time zones;
  - travel at least 15% to project country offices and/or to meetings and conferences.  
NOTE: All staff must be vaccinated against COVID-19 in order to travel internationally.
- Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.

- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller's mission and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

**Education:**

- Master's Degree in public health, public administration or related field required; plus

**Experience:**

- Minimum 5 years of relevant work experience, or equivalent combination of education and experience.
- Demonstrated experience and formal training in quantitative analysis, data management and program M&E is required

**Compensation**

The midpoint of the salary range for this position is \$85,000 with a minimum of \$68,000 and a maximum of \$102,000. Actual base salary will vary based upon, but not limited to, relevant experience, base salary of internal peers, and business specialty.

Helen Keller offers a comprehensive benefits package that includes first-day eligibility for medical, dental, vision, short and long-term disability, and life insurance coverage, along with an Employee Assistance Program, a retirement savings plan with an employer match, paid vacation leave, sick & wellness leave, parental/adoption leave, and opportunities for learning and development.

**To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*